



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU

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PAG(A&E)/Con Cell/III/APAR 24-25/2025-26/ 21

18/06/2025

**CIRCULAR**

Sub: Completion of APAR - Self-appraisal, Reporting and Reviewing - Reg.

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It is being observed that APARs of officers/officials are not received back in Confidential Cell, after completion, within the due dates. In this regard, the timelines for APAR process are furnished below:

Details	Due Date
Submission of self appraisal to Reporting Officer by the Officer Reported Upon	15 <sup>th</sup> May
Submission of report by Reviewing Officer to the Reporting Officer	30 <sup>th</sup> June
APAR to be completed by the Reviewing Officer and sent to Confidential Cell	31 <sup>st</sup> July

The above timelines shall be adhered to. Branch Officers are hereby instructed to ensure the completion of APARs of their subordinates within the above mentioned timelines.

*S. B. Lujam*

वरिष्ठ उप महालेखाकार (प्रशासन)

Senior Deputy Accountant General (Admn)

Notice Boards

व.उ.म.ले (लेखा) सचिवालय DAG (A&E) Sectt.
संख्या/No. ....
दिनांक/Dated: 28/6/25